



**Upper Saddle River Schools
Upper Saddle River, NJ 07458**

JOB DESCRIPTION

CAMPUS AIDE

I. Title: Campus Aide

II. Qualifications:

- * High School diploma; college-level coursework in education or related field or college degree preferred
- * Previous experience working with children desired
- * Required criminal history check and proof of U.S. citizenship or legal resident alien status
- *Resident of New Jersey as per New Jersey First P.L. 201 1, c. 70 (N.J.S.A. 52:14-7)
- *Purposeful and personable work ethic

III. Primary Function: Monitor building access and campus activity.

IV. Reports to: Supervisor of Buildings & Grounds (primary evaluator)
Principal of School (secondary evaluator)

V. Major Duties and Responsibilities:

1. Greet, register and assist all visitors to the departments, ascertaining the nature of their business and referring them to the appropriate person.
2. Appropriately screen visitors.
3. Provides assistance to visitors, parents and students as directed by, and under the guidance of Supervisor of Buildings & Grounds and Principal of School.
4. Assist administrators and staff in crisis and emergency situations.
5. Assists with the supervision of students during emergency drills and building evacuations.
6. Notify the administrative staff, police, fire department or other appropriate authorities of security or emergency situations.
7. Monitor assigned areas of the school buildings
8. Patrol and monitor assigned areas of the school buildings, grounds and parking lots.
9. Report unauthorized or suspicious persons, vehicles and activities.
10. Maintain security records, logs and reports.
11. Monitor video equipment and report unauthorized or suspicious behavior.
12. Other duties as assigned by supervisor, principal or other appropriate administrator.

CAMPUS AIDE

VI. Terms of Employment:

1. Work year: Includes all student-present days plus any special meetings as called by the Superintendent and two days for training.
2. Work day: 4.5 hour session.

VII. Compensation and Benefits:

1. Hourly rate as annually determined by the Board of Education.
2. Available leaves annually for full time, 10 month employees:
 - i. Sick days: 10 (cumulative)
 - ii. Personal days: Allowed 2 per year with prior approval from supervisor. As much advance notice as possible of the request to take personal time will be given. Any unused personal days will be converted to sick days and carried over into the next year.
 - iii. Family illness days: 3
 - Immediate family consists of husband, wife, son, daughter, mother, father, sister, brother, state-certificated domestic partner and all corresponding in-laws, and any member of the household in which the employee lives.
 - iv. Death in Immediate Family: 5
 - Death in the immediate family, limit five (5) working days absence within the five-day period immediately following the day of death without loss of pay. Immediate family, for purposes of this section, includes employee's spouse, child, parent, brother, sister, grandparents, aunt, uncle, cousin, state-certificated domestic partner, grandchild, all corresponding in-laws, and any other member of his/her immediate household.

VII. Evaluation: Annually by primary supervisor as designated by law, policy and contract.